

Division Chiefs

8 July 1949

Deputy Services Officer

CIA Manual

1. The Executive has approved the preparation and issuance of a CIA manual to be divided into nine principal sections for covert activities and a similar division as a separate section of the manual for overt activities. The nine divisions are as follows:

- I. MANUAL
- II. COMMUNICATIONS
- III. FINANCE
- IV. LIAISON
- V. OPERATIONS
- VI. ORGANIZATION
- VII. PERSONNEL
- VIII. SECURITY
- IX. SERVICES

2. Attached is a sample page indicating the format for the preparation of the manual.

3. The security classification of the manual will be SECRET.

4. The manual should be prepared for use by CIA personnel as a procedural guide in obtaining administrative assistance and services offered by various activities of the Services Office. The manual should not include internal operating procedures of the activities of the Services Office, except insofar as individual activities or personnel of CIA may be affected thereby.

5. Preliminary drafts of the manual must be submitted to the Deputy Services Officer by 29 July 1949 for review, and final drafts will be due on or about 1 September 1949.

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